



## Council Action Form

<b>MEETING DATE</b>	Wednesday, June 21, 2017			
<b>TITLE</b>	NEW BUSINESS ITEM B: Consider an Ordinance Adopting an Updated Employee Manual for the Town of Whitestown (Ordinance 2017-22, First Read)			
<b>SUBMITTED BY</b>	Name and Title: Town Council Executive Leadership and Town Manager, Dax Norton Department: Town Administration			
<b>MEETING TYPE</b>	Work Session Executive	<b>Regular</b>	Special	Retreat
<b>AGENDA CLASSIFICATION</b>	Consent	Presentation	Unfinished Business	<b>New Business</b>
	<b>Ordinance</b>	Resolution	Employment Contract	Proposal
<b>ORDINANCE/RESOLUTION</b> (New ordinances or resolutions assigned a new)	<b>1st Reading</b>	2nd Reading	PUBLIC HEARING	3rd Reading
	<b>Ordinance #: 2017-22</b>		Resolution #:	
<b>CONTRACTS</b> (Contracts must be previously signed by vendor for submission)	<u>Contract Required:</u> Yes <b>No</b>		<u>Signed Contract Attached:</u> Yes <b>No</b>	
<b>APPROVALS/REVIEWS</b>	<b>Department Head</b>		Budget/Finance	
	Assistant Town Manager		<b>Legal Counsel - Steve Unger and Sandra Perry</b>	
	<b>Town Manager</b>		Other:	
<b>BACKGROUND(Includes Description and justification)</b>	One item on the list of 2017 Administrative Goals was to review and update the Town Employee Manual. This ordinance approves changes to the manual which was last updated in February of 2016. Most changes are changes in legal language or grammatical fixes, but there are some policy revisions due to changes in HR law or changes in local policy via the adoption of Town Council resolution or ordinance. One major change is the addition of 2 hours of PTO accrual per month. This increases PTO time from 4 hours to 6 hours each month and increases the total number of days from 6 per year to 9 per year. This change is being suggested by Town Council Executives for the purpose of ensuring the staff does not have to use all of their PTO days due to illness. Other changes are shown in the redline version of the document which has been attached to this agenda.			

<b>BUDGET AND FINANCIAL IMPACT</b> (Includes project costs and funding sources)	Budgeted \$:	N/A
	Expenditure \$:	None
	Source of Funds \$:	N/A
	Additional Appropriation #:	N/A
	Narrative:	N/A
<b>Resolution and Ordinance Only)</b>	Hold 1st Reading	
	Not Hold 1st Reading	
	Approve on Second Reading	
	Deny Approval	
<b>PROJECT TIMELINE</b>		
<b>STAFF RECOMMENDATION</b> (Town Council reserves the right to accept or deny recommendations)	Staff recommends suspension of the rules and approval following second reading.	
<b>SUPPLEMENTAL INFORMATION</b> (List of all attachments)	Redline Manual, Ordinance	